

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **LEGAL EXECUTIVE ASSISTANT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible legal assistant duties in support of the City Attorney's Office; to provide secretarial and administrative support to the City Attorney; and to supervise the administrative support staff in the Office of the City Attorney and Prosecutor.

### **Distinguishing Characteristics:**

The Legal Executive Assistant classification provides complex administrative assistance to the City Attorney and Deputy City Attorney and works with confidential information of a department-wide and/or city-wide impact. The Legal Executive Assistant classification is distinguished from the Administrative Assistant II and Executive Assistant classification by the higher level and complexity of many assignments, and by the reporting relationship to the City Attorney.

### **Supervision Received and Exercised:**

Receives general supervision from the City Attorney.

Exercises direct supervision over Legal administrative assistant staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervise the administrative support staff in the City Attorney's and Prosecutor's office; participate in the hiring and training of administrative support staff; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies as needed; implement discipline procedures. Assist in investigating, making recommendations, and providing assistance related to personnel issues in the department or division including evaluations, promotions, hirings, disciplinary actions, terminations, position classifications and job descriptions.

*Effective November 1988*

*Revised March 1996*

*Revised October 2000 (change to Executive Asst)*

*Revised July 2001 (change to Legal Executive Asst)*

## CITY OF TEMPE

### Legal Executive Assistant (continued)

- Proofread ordinances, briefs, development agreements, real estate descriptions and other materials for accuracy, completeness and punctuation.
- Prepare comprehensive and timely budget documents; prepare, revise, and administer annual budget; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies and procedures.
- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Attorney and Deputy City Attorney. Conduct surveys, collect information on operational and administrative problems; assist in the preparation of quarterly and annual reports.
- Facilitate effective communication between attorneys and staff by accurately identifying and effectively addressing related concerns.
- Take and transcribe dictation for the drafting of a variety of correspondence and legal documents, including resolutions, ordinances, legal opinions, contracts, briefs, leases and agreements.
- Provide information and assistance to the public; screen telephone calls and requests for information, routing to appropriate staff member, department or agency; independently respond orally or in writing to routine requests for information; explain departmental policies and procedures.
- Maintain litigation calendars; record follow-up trial dates, action dates and deposition of cases; keep docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings.
- Schedule and coordinate special events within the department or external organizations; and set meetings for supervisor.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; coordinate recruitment process with Human Resources; monitor performance evaluation dates and provide appropriate forms to staff.
- Maintain accounts payable; review and track Risk Management related expenses.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions.

*Effective November 1988*

*Revised March 1996*

*Revised October 2000 (change to Executive Asst)*

*Revised July 2001 (change to Legal Executive Asst)*

CITY OF TEMPE  
Legal Executive Assistant (continued)

- Maintain complex filing system with variety of subject matter in order to provide easy access to records with limited direction or supervision; supervise record retention and management.
- Coordinate the ordering and storage of appropriate supplies.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible legal secretarial experience, including some supervisory or lead experience.

**Training:**

Equivalent to an Associate's Degree from an accredited college or university with major course work in public administration, business administration, law, judicial studies, or a related field. A Bachelor's Degree is preferred.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 1110**

**Salary Range: 27**

**Compensation Plan: P40/Regular**

**FLSA: Exempt**